

COMMITTEE ON HUMAN RESOURCES/INSURANCE

May 29, 2007

**Aldermen Gatsas, Shea,
Garrity, Pinard, Duval**

4:00 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

Chairman Gatsas called the meeting to order.

The Clerk called the roll.

Present: Aldermen Gatsas, Shea

Absent: Aldermen Garrity, Duval

Messrs.: Virginia Lamberton, Kevin Dillon, Brandy Stanley

Chairman Gatsas addressed item 2 of the agenda:

3. Communication from Virginia Lamberton, Human Resources Director, regarding establishment of a new class specification of Deputy Airport Director and reclassification of the Assistant Airport Director for Finance and Administration to this new title.

Alderman Shea moved for discussion. Alderman Pinard duly seconded the motion. There being none opposed, the motion carried.

Chairman Gatsas stated Mr. Dillon welcome to one of your final acts before at least this Committee.

Mr. Kevin Dillon, Airport Director, stated this is a request to create the position of Deputy Airport Director. I think the Airport is probably one of the few departments in the City that doesn't have a deputy. It's something that the Mayor, the Human Resources Director and myself have been discussing for quite some time. In fact, the conversation probably goes back a year. What I had been waiting for was some attrition in the assistant director ranks before we move forward and with my departure and the move of Mike Farren into the interim position and Mike's indication that he plans to retire once a new director is named we felt that it was timely to move forward with this. The Airport has grown into almost a \$60 million business. There really needs to be a designated number two to relieve some of the burden from the director as well as to step in for the director

when he's away for whatever reason...whether it's on a business trip or just time away from the office. Today the structure of the Airport is very compartmentalized. While there are five assistant directors that in some form do serve that number two role they serve it for their specific line of business. For example, you have an Assistant Director for Operations, you have an Assistant Director for Engineering, you have an Assistant Director for Business Development and so on. There is no other designated individual at the Airport that has general oversight for all Airport activity so I do believe it's timely. We are also moving forward with a couple of other adjustments. If the Committee moves forward to create this job we then want to eliminate the position of Assistant Director for Finance and Administration and I do foresee over time that assistant directors leave the Airport for whatever reason there will be a review conducted of all of those individual positions to make a determination whether or not that job should stay in place or the job should be reclassified. For example, I've always felt strongly that probably the assistant director level is inappropriate for some of the functions that are being carried out by those individuals rather it should be a manager type level. I think in reality the reason why they've been filled at an assistant director position is because there was no designated number two. Just as an aside we are looking at or have been looking at the entire structure. There is one other position...Ginny I believe is also in this information in our Contracts Division where we are looking to reclassify that position from a level 20 down to a level 17.

Alderman Shea stated Kevin in the past you've been absent from your responsibilities how are matters handled in your absence?

Mr. Dillon replied unofficially Mike Farren has stepped in. Quite frankly though I've handled a lot of it by the telephone if there have been issues that have come up not that other individuals at the Airport aren't capable. I just think that because they've been dedicated to specific functions they've never really been given the opportunity to learn the other lines of business. For example, the Business Development Assistant Director is very good at it, very, very capable individual but he doesn't have the time to sit and learn the operational aspects of the Airport and the same would be true of the Operations Assistant Director that he really doesn't have the time to learn the Business Development piece so there hasn't been someone else to step in. I think Mike Farren has fulfilled that role informally simply because of Mike's background having served as an airport director prior to coming to Manchester.

Alderman Shea stated the indication is that the assistant director would be hired prior to a director being hired or does this give you...the Committee's approval to hire an assistant director...what is the timing in terms of how this would be implemented?

Mr. Dillon replied I would expect that this position would be created right away hopefully and that it would be filled right away. I think it would be of great assistance quite frankly to the new director to have a deputy director position fully filled and functioning to assist him in transitioning into that job. It would be a lot easier for him to have one individual that he could rely on versus trying to (a) figure how who's who at the Airport and then try to rely on five different individuals to get up to speed with issues here at the Airport. So, I think what you're also trying to create not to get off the particular point that you're talking about but you're also trying to create a position that in the future you're grooming this individual to become the next director as well and I think if you can get that person into the job as soon as possible and start to get them moving in that direction it will be very helpful to the next director to have that in place.

Alderman Shea stated just so I understand it right now you're the director and there are five assistant directors is that correct?

Mr. Dillon replied that's correct.

Alderman Shea stated now your plan is to appoint an assistant director but...excuse me, a deputy director...and to retain those five other positions at present, is that correct...or eliminate one of those four or five?

Mr. Dillon replied we're going to eliminate one right away with the creation of this job...that would be Mike Farren's position because Mike is moving into director and I would suspect although it's certainly up to the Mayor or the Acting Director to make the decision...I would suspect that your deputy director would most likely come from the ranks of the assistant directors and once that's done as I said the review whoever it is I think you have to look at the particular function I think that there is strong potential that that job could be either reclassified or eliminated as well.

Alderman Shea stated I'm talking about the timing...usually does a deputy director serve at the disposal or judgment of the director. In other words instead of saying...aren't we sort of saying we're going to put someone as a deputy director, we're going to then find a director but let's assume that the director for whatever reason doesn't feel as if the person who is the deputy is someone who would be their choice...that's what I'm trying to get at at this point.

Mr. Dillon stated I think you run that risk quite frankly with all the assistant directors. When I was recruited here as the Director of Aviation I had to accept the five individuals that were there...it's a great team don't mistake what I'm saying but I think that's true typically of these jobs that you inherit the staff that's

there. I think what the next director will probably make some decisions about is how in particular he uses the deputy director. Whether or not he chooses to have the rest of the staff report up through the deputy director, whether he chooses to utilize him for specific functions. I think that's what the next director will decide what he's comfortable with but just as he has to inherit the other 72 individuals at the Airport he would inherit who would be in this position as well.

Alderman Shea stated one final question...who is going to select the deputy director, whose responsibility is that? Who does that fall to?

Mr. Dillon replied right now I would view that as the responsibility of the Acting Director...that would be Mike Farren as a department head.

Alderman Pinard inquired as to the grade 27 classification.

Ms. Virginia Lamberton, Human Resources Director, stated just the basic pay scale goes from \$72,772 to a maximum of \$103,755.

Alderman Pinard asked if you were to go to a 26 what would be the difference?

Ms. Lamberton replied 26...the minimum is \$68,011, the maximum is \$96,968.

Alderman Pinard asked can I now move to classify the Deputy Airport Director position at a grade 26?

Chairman Gatsas stated I think we're still open for discussion, Alderman. Kevin, let me understand. You say that Mr. Farren will be making this appointment and when you say elimination of a position it's taking the five assistant directors and placing only four of them in place or are you saying that there would be a vacancy there to be filled also.

Ms. Lamberton interjected may I answer that please. Right now, there are 81 positions at the Airport. If this is approved there will still be 81 positions at the Airport what we're really doing is reclassifying the position of Assistant Director for Finance into Deputy Director...we're not abolishing and establishing...we're reclassifying that position.

Chairman Gatsas stated I understand but is the responsibility of the deputy director going to be finance?

Ms. Lamberton replied I think it's going to be determined.

Mr. Dillon stated if I were in the position of director I would be using the deputy director so to speak as an alter ego. When I'm not at the Airport the deputy director would be fully responsible for all of the things that the director is responsible for. Not only finance but operations, marketing, engineering, business development...that though I do believe will be how Mike Farren chooses to use the individual and then subsequent to Mike Farren it will be up to the next director because I have seen organizational structures where you have a deputy director that 90% of the time has very specific functions that he performs independent of the director and is only acting as a director in a director's absence. I've seen other situations where as I said you could have the entire staff report up through the deputy director to the director or you could have other situations as I said where actually performs as the alter ego.

Chairman Gatsas asked Kevin what were you recommending the deputy director be positioned at?

Mr. Dillon replied I believe the deputy director should be a level 29 and my basis for that is to look at the deputy director in the Highway Department, for example, which is at a level 29. If you look at the relationship salary wise, if you want to just look at it from salary between the Director of the Highway Department and the Airport Director I think if anything the Deputy Director at the Airport should be at least a level 29.

Chairman Gatsas asked Ginny what's that number?

Ms. Lamberton replied I have a lot to say about that as far as 29 goes okay.

Chairman Gatsas stated we will let you intervene.

Ms. Lamberton stated the minimum is \$83,316 to \$118,790.

Chairman Gatsas asked what did the four, the five people...obviously there's a 10% bump if we do an upgrade for somebody.

Ms. Lamberton stated actually it wouldn't be an upgrade, it would be a promotion and by ordinance they're required to get a minimum of a 10% increase.

Chairman Gatsas stated I assume they're four people there and we're talking about within what are those four people earning right now.

Ms. Lamberton stated I don't know...I think Kevin said they're maxed out.

Mr. Dillon stated that is one of my concerns in terms of setting the grade not only looking at what I believe is a comparative situation. I think it's highly likely that the deputy director will be appointed from one of the assistant directors...they're all at top of grade. If you were to give them the required 10% promotional increase they will now be in top of grade of a grade 27...there's absolutely no growth.

Chairman Gatsas stated let me ask you a question...what are the four of them at?

Mr. Dillon stated what do they make today.

Chairman Gatsas stated correct.

Mr. Dillon stated I'm going to say, I don't know it exactly but it's the low 90's.

Chairman Gatsas stated it's the low 90's so if you go 10% we're going to be around a hundred which is still less than the \$118,000.

Ms. Lamberton stated that's correct.

Chairman Gatsas stated go ahead, Ginny, you've got something to say I can see that.

Ms. Lamberton stated I have a lot to say.

Chairman Gatsas stated well just say a little bit then.

Ms. Lamberton stated no I have to say everything. First of all, we have a system here, we have a classification system it was called Yarger Decker and the system is based on a point factor system, it's based on organizational structures, special licenses, education, duties and responsibilities, etc. When I come to you I don't just come to you by picking a grade out of the sky. I analyze the job, I compare the job to other positions in the City and that's my job to keep you in line with making sure that we have equal pay for equal work with the City...that was one of the reasons why we have Yarger Decker to try and get so people with the same levels of responsibilities get the same level of pay.

Chairman Gatsas interjected let me stop you there for a second. Based on your point evaluation how many points do you need for a grade 27?

Ms. Lamberton replied for a grade 27 between 801 and 832.

Chairman Gatsas stated 801 and 832...how many points do you need for a grade 28?

Ms. Lamberton replied 865 to 896.

Chairman Gatsas stated that doesn't seem quite...say it again.

Ms. Lamberton replied grade 29 is that what you asked me?

Chairman Gatsas replied I asked you grade 29.

Ms. Lamberton stated it's 865 to 896.

Chairman Gatsas asked what is grade 28?

Ms. Lamberton replied 833 to 864.

Chairman Gatsas asked what is a grade 27?

Ms. Lamberton replied 801 to 832.

Chairman Gatsas stated so between those grades there's only 32 points from the low of the 29 to the high of 27 which is 10 point factors at each grade level just about.

Ms. Lamberton stated but that's just a part of it, Alderman Gatsas. Let's talk about what other jobs in the City.

Chairman Gatsas stated I want to know how you come up to a...because obviously some criteria that you put together to justify the grade number...what is the value of the points in that grading system...is that 100% of the grading system?

Ms. Lamberton replied it varies...like the assistant airport director has 745 points which equals a grade 25. The deputy airport director has a proposed 830 for a grade 27.

Chairman Gatsas stated okay but what I'm saying is that between...if you and I were to sit down and discuss grades between 29 and 27 there are 32 different points that separate those three grades.

Ms. Lamberton stated there are 11 factors that you need to review each one of the factors to determine at what level the duties are assigned to that position which equates to points.

Chairman Gatsas stated I understand that but based on the point schedule there's only 32 different points that vary from 832 to 865 for 33 points...those 33 points are equivalent of three grades.

Ms. Lamberton stated two grades but go ahead.

Chairman Gatsas stated three grades...from 27 to 29 there's three grades...27, 28 and 29...there are three grades in between.

Ms. Lamberton stated if that's what you want, fine.

Chairman Gatsas stated it's not what I want I'm looking for factual.

Ms. Lamberton stated it's a difference of two grades...it's a 27 from a 29...the difference is two grades.

Chairman Gatsas stated if you're in a grade 27 you've got to go two more grades to get there for 32 points.

Ms. Lamberton stated but you're already at a 27 so you're going 28, 29...two grades.

Chairman Gatsas stated so there's 32 points in two grades which is 15 points per grade.

Ms. Lamberton stated if you average it out yes.

Chairman Gatsas stated so that's basically somewhere in the vicinity of 2.5 points or 3 points per criteria that would change. I'm just saying that the numbers between classifications is pretty close and if there's another person in your department doing it they might come up to a different number...I hear what you're saying so I'll let you continue.

Ms. Lamberton stated thank you. I don't agree with you...I've been doing this for a long time and it's quite frankly it's the best thing I know how to do in HR. Let's look at some of the other deputies.

Chairman Gatsas stated I wasn't challenging your qualifications but if you want me to I will.

Ms. Lamberton stated the Deputy City Solicitor is a grade 27 okay...that requires a law degree and membership in the Bar Association. The Fire Deputy is a 26, the Library Deputy requires a Master's in Library Science which takes five years to attain, two years after a Bachelor's, Planning is a 25 and that requires licenses in architect...the Police Department...you have to be a Certified Police Officer, Health Department requires a Master's degree at a salary grade 25, Public Works does require a license as a Public Engineer...this proposed class does not require any special requirements, it requires a degree or an equivalency so a person without a degree could also get the job. So it's a job that somebody can go into. If you put it at a 29 you're also putting it at the same level as our Finance Director, our Planning Director, our Information Services Director, our Public Health Director, our Fire Chief and our Police Chief. It's not my observation or the facts that have been presented to me that support that this deputy position to which Kevin just told you he's not even sure how it's going to fall out as far as the duties go that it supports a 29. I just think it's inconsistent with our classification plan and it's just distorting what I've tried to keep consistent and correct as far as equal pay for equal work.

Chairman Gatsas stated right but if you put in...what you're saying is that if you put him at a 27 and he gets his 10% raise he's going to be close to the top of that limit.

Ms. Lamberton stated we don't classify people, we classify positions...that's why you have this system that's why public sector does this because we're not the private sector. The private sector pays based on people and performance...we have a classification system that provides for 34 grades and 13 steps and then we have a plan...the classification plan which is the point factors and organizational charts and we also have duties that tells us where in those grades we put people then people get steps once they're hired. The fact that people are maxed out there's lots of employees that are maxed out...I think there are people sitting in this room that are maxed out but that doesn't mean we create another job so that they can get more money...we're trying to keep things equal pay for equal work here.

Mr. Dillon stated I certainly respect that the Human Resources Director is saying about trying to maintain a system but I'll be perfectly honest with you it's been one of the difficult things that I've encountered here in my eight years at Manchester as far as trying to manage the Airport, trying to recruit qualified people within a market condition that doesn't seem to comport with this Yarger

Decker system. I think it would be absolutely ridiculous to expect someone to take a promotion and once they take that promotion going into a new job to tell them that for the rest of the time in that job there is no salary increase for experience gained. This is why in my mind the City is losing qualified people. I could tell you there is no future here in the City salary scale and again I'm speaking for the Airport because I know the Airport market conditions very, very well and to expect that you're going to ask somebody to take on the number two role at a medium hub airport and pay that level of salary you're going to get what you pay for in the long run and quite frankly all you're doing in my mind by leaving this job classified at a level 27 is taking the person you put in there and encouraging them tomorrow to look for the job on the outside. I've seen it time and time again.

Ms. Lamberton stated however I would rebut that in that you have had no turnover in the assistant airport director positions which is why we haven't been able to come forward with this prior to today.

Alderman Pinard asked what qualifications does Mike...Mike has been with the Airport for many years...could you give us his qualifications.

Mr. Dillon replied Mike is a former Air Force officer, has also spent considerable time prior to coming to Manchester managing Pease...not only from the Air Force side of the house but also civilian management and was instrumental over at Pease in terms of the conversion of that facility from the military to civilian. Mike has also worked at Manchester now probably for the last 10 years in the finance function...he also picks up a lot of other miscellaneous functions but the vast majority of his time is managing the finances of the Airport. And I would say...I'm not looking to try to debate it but I have to say there's a far different, there's a big difference between an assistant director and a deputy director in this business.

Alderman Pinard stated, Mr. Chair, in my estimation I think Mike should be the one that steps in as a deputy for the time being, he's well-qualified and he's well-liked in the community...when the new director comes in then maybe they should get together and maybe we should take further steps at that time. For the time being I think that I would like to make the motion to go at 29.

Alderman Shea stated the concern I have is that there's a committee that the Mayor established and that committee is going to select a replacement for you Kevin. It kind of bothers me that the interim director is going to select a deputy...I have no problem with the deputy director, I may have a problem with the classification at this stage but it seems to me that and again I've played

sports...if I was a manager of a particular team and I came in the first thing I would look over would be my assistant coaches and so on and so forth and so often it happens that the new manager decides to retain a few but clean house...I'm not saying that the people aren't capable...I'm not saying that. What I'm saying is indicated before that you came in and you could not move existing structure so we do have an opportunity to appoint an interim director as you're leaving, however, to me it doesn't seem as if it's imperative that we put a deputy director in place...we can establish it but to actually select it and put that under the responsibility of Mike Farren who is in a sense going to retire as soon as a director is going to be appointed I just don't feel as if I'm kind of comfortable with that.

Mr. Dillon stated again as I said I think anybody coming in if you had the ability to pick the entire Airport staff of your people so to speak I guess that's a wonderful thing I don't think anybody has that luxury but I think you could also argue what's the down side...look at this from the perspective of what's the down side of not moving forward. I think if Mike was going to be staying around once a new director was appointed maybe that would be a different situation because you would have Mike's skill, expertise to assist this person in terms of transitioning into the position you're not going to have that.

Alderman Shea asked is he going to retire the minute the director takes over?

Mr. Dillon replied I think for Mike's retirement purposes he will probably retire the day before the new director starts so that he can retire at the director's level and that is one of the key considerations that I think you should have is that you really need to have someone to assist this person in terms of transitioning in. Now, I guess you could look at me and say well you have the assistant directors there but again the problem there is they all know their own piece of business...I started the conversation by saying this is now almost a \$60 million business where I think you want the comfort of having a pretty smooth transition.

Alderman Shea stated as far as the timing for the sake of discussion here you're leaving as of June 1st is that it.

Mr. Dillon replied that's correct.

Alderman Shea stated so Mike is going to take over...when would this deputy director be selected...June 2nd...I don't know exactly...how is this all playing out.

Mr. Dillon replied I couldn't really tell you how quickly that's going to occur. I think if this Committee voted to move it forward it still has to go to the full Board,

then I think the full Board approves it, Bills on Second Reading so you may not see any movement on this until early July.

Ms. Lamberton stated August.

Alderman Shea asked when is the new director suppose to take over, is there any timing on that?

Ms. Lamberton replied I'd be surprised if it wasn't five or six months.

Alderman Shea stated so Mike Farren will be involved five or six months at the minimum.

Chairman Gatsas stated I guess my big question is what happens if they don't find a new director in that short time period is Mike staying on until they find one or does he...that's the big question...we could sit here and obviously it's going to come down to what somebody wants to get paid coming to Manchester as the director and if for some reason the compensation is not there we could be looking to fill that position for the next two years and if Mike Farren decides to leave then what happens?

Mr. Dillon stated certainly I don't want to characterize Mike's conversation with the Mayor but what I have been led to believe is Mike has indicated that he will stay until January of next year or the day before the airport director is selected whichever comes first.

Chairman Gatsas stated you said January of '08.

Mr. Dillon stated correct.

Chairman Gatsas stated so that's in the next roughly six months.

Mr. Dillon stated that is correct.

Chairman Gatsas stated so if there is no airport director found in the next six months then we could be left without a director or a deputy director.

Mr. Dillon stated that's correct.

Alderman Shea stated what I was going to ask was the deputy director would begin working with Mike once the deputy director was appointed is that correct?

Mr. Dillon replied that's correct.

Alderman Shea stated I can see where he's going which is probably a dangerous situation when we don't have anyone. My second point is would you in any way be involved with the selection of a deputy director or are you leaving it strictly in the hands of Mike Farren?

Mr. Dillon replied that would be in the hands of Mike Farren or however he decided to handle that.

Alderman Shea asked would you offer any helpful input having served or having supervised members.

Mr. Dillon stated just as I've volunteered and Orlando has agreed to allow me to participate in the selection of the director I'd be happy to but after Friday I don't have the authority to make those decisions any longer.

Alderman Shea asked how would your role change as far as the director...you're going to be involved with the Committee to select a director how would that be different than having input into the deputy director?

Mr. Dillon replied I think I just need to be asked.

Chairman Gatsas asked Ms. Lamberton can you tell me when the Highway moved their deputy director to a 29 do you know?

Ms. Lamberton replied that was during the Yarger Decker process...1999.

Chairman Gatsas stated but Yarger Decker didn't look at the Airport and put in an assistant director they just had those four.

Ms. Lamberton stated they had five assistant directors at the Airport salary grade 25.

Chairman Gatsas stated but not deputy director.

Ms. Lamberton stated apparently whoever was airport director didn't have anybody fulfilling that function so consequently there was no position established.

Chairman Gatsas stated my understanding is that none of these funds or City funds...they're all Airport funds.

Ms. Lamberton stated that is correct but I don't think if we don't have equal pay for equal work lawsuit then anybody's going to care how it's funded.

Alderman Shea stated for the sake of discussion we assign a 27. Ginny, if the position then at the Airport results in additional work, additional input and so forth is there room for upgrading. I know we upgraded certain positions when the Yarger Decker came about, I know that for a fact much to my chagrin at times because that was a vote of a Committee at the time but is that possible.

Ms. Lamberton stated what I said to Kevin earlier today is that since it hasn't been determined the finite duties of this position that we go forward with a 27 and then after an incumbent is in there six months or so we can do a desk audit and do a position review when we have a solid organizational structure and we know specifically what the duties and responsibilities will be to this job to be able to defend that at a higher grade.

Chairman Gatsas stated two assistants...what were they...assistant directors at Health when we were given a proposal it said we didn't have anybody that we could move from within...what were those two positions classified at?

Ms. Lamberton replied I think they were 23's or 24's.

Chairman Gatsas stated when we moved it and said we needed a director...

Ms. Lamberton interjected no a deputy...that's a 25.

Chairman Gatsas stated that moved to a 25.

Ms. Lamberton stated it moved back to a 25 because it had been a 25.

Chairman Gatsas asked do I have a motion?

Alderman Shea moved that to recommend the establishment of a new classification for Deputy Airport Director and make it a 27 at this time and also reclassification of the Assistant Airport Director for Finance and Administration to this new title. Alderman Pinard duly seconded the motion. There being none opposed, the motion carried.

Chairman Gatsas addressed item 4 of the agenda:

4. Communication from Virginia Lamberton, Human Resources Director, regarding a request for a new position of Customer Service Representative II, salary grade 12 for the Parking Division.

Alderman Shea moved for discussion. Alderman Pinard duly seconded the motion. There being none opposed, the motion carried.

Ms. Brandy Stanley, Parking Manager, stated this position request is a revisitation of part of the original plan that was approved by the full Board to take over the Victory Garage management contract as well as assume responsibilities for the Parking Control Officers. At the time we put the plan together we knew that we would need additional administrative support to be able to effectively run all of the operations. The last time we appeared before this Committee it was tabled because Ms. Lamberton and I had not had a chance to review it prior to presenting it to the Committee. We have now had that chance and we are requesting that the position be authorized.

Chairman Gatsas asked is it in your budget?

Ms. Stanley replied it is in the budget starting July 1st.

Chairman Gatsas stated the position's in the budget, the funds are in the budget?

Ms. Stanley replied the funds are in the 2008 budget yes.

Chairman Gatsas asked is that because you're an enterprise or because they're in your budget line item?

Ms. Stanley replied I'm not necessarily sure.

Ms. Lamberton interjected it was through the budget process that the position was put in her budget.

Chairman Gatsas stated and all we're doing today is revisiting what, Ginny?

Ms. Lamberton replied we never had a chance to discuss the level of duties and the responsibilities for the customer service rep and so there's three levels...1, 2 and 3 and so Brandy and I needed to go in and talk about what the duties would be and Level 2, Customer Service Rep 2 is the appropriate level at this time for this classification.

Chairman Gatsas stated it's a 12/2 and what is that rate of pay?

Ms. Lamberton replied that is \$26,376 to a maximum of \$37,605.

Chairman Gatsas stated when you say to a maximum that's what they can go through after the number of years.

Ms. Lamberton stated that's 13 steps. Again, that doesn't include just like the other positions when people get to the 5th year they get double steps because they're getting their regular merit step and they're getting a longevity step so that's why I say it's the base salary.

Chairman Gatsas asked is there somebody that you have ready for this position?

Ms. Stanley replied no. It would need to be advertised.

Chairman Gatsas stated so we're not going to hire somebody that's in there at 25 and get a 10% and be over the \$26,000.

Ms. Stanley stated I don't know if that's the way it's going to turn out or not we'd advertise it both internally and externally.

Ms. Lamberton stated when that happens they end up on a pay scale, a longevity pay scale...they're still entitled to the 10% so they get bumped up to another pay scale is what happens.

Chairman Gatsas stated right so it goes above the \$26,000 that you had already agreed to.

Ms. Lamberton stated let's just say for the heck of it somebody in the City applied who was already maxed out at the same grade...no, a grade less, a step less excuse me. They'd still be entitled to the 10% so they would still get that 10% we just put them in a higher salary grade...an out grade we call it so they'd get the 10% which happens to any employee like we were talking about the Airport employees they would get at least the 10% and then probably more than that if they're moved up.

Chairman Gatsas stated so if somebody was earning let's say \$30,000 at a grade 11 and they'd go to a \$33,000 is there any way that somebody could earn over the \$37,000 that you have as a maximum in that pay grade?

Ms. Lamberton replied yes...two ways...one is...three ways.

Chairman Gatsas asked is there a way that we can cap that?

Ms. Lamberton replied by changing the ordinances and then the collective bargaining agreements all have that 10% in them.

Alderman Shea asked how much do you have in your budget for this particular position?

Ms. Stanley replied it is budgeted at step 1.

Alderman Shea asked which is what?

Ms. Stanley replied \$26,000...that's what the budget is.

Alderman Shea stated so basically if someone applied for that job and were qualified but would fall under these categories of having to pay more to would you have to hire them or could you not hire them...where would you get the money to pay more if you don't have that much in your budget to pay \$26,000...that's what my question is.

Ms. Stanley stated I don't know the answer to the first and whether or not I would be required to hire them unfortunately if they were the most qualified person for the job.

Ms. Lamberton stated if you're hiring somebody from the outside then this is what it pays, this is what you get. If you're hiring somebody who is already a City employee the ordinances and collective bargaining agreements kick in and she would have to put them in the step that was appropriate to the 10% increase....that would give them the 10% increase. Then what you have to do is look at her current budget and request permission to move money from someplace else into her salary account to accommodate that.

Ms. Stanley stated in answer to the second part of your question we would actually be able to find money to reallocate to the salary line item if that was the case.

Alderman Shea stated it becomes complicated for a person to answer the phone...what are the responsibilities this person would have?

Ms. Stanley replied this person will have other responsibilities that are part of the job class but specifically they're going to handle most of the walk in traffic that we get at the parking garage and that's anywhere from 20 to 40 people per day. They would take walk in customer payments, a lot of people come into the garage and make their payments on their permits or their monthly parking accounts, issue receipts...this person may be responsible for counting and preparing cash and monthly parking deposits for the armored car pick up, opening and distributing all mail, posting, stuffing and mailing the mail. Posting, stuffing and mailing monthly invoices of which there are approximately 1,500 a month, they would

process applications for new permit and access card holders, they would activate garage access cards in the event the Parking Manager or the Parking Shift Supervisor weren't there, they would cover the garage cashier for their daily lunch break, they would act as a dispatch of sorts for the meter technicians, the facility maintenance people and the Parking Control Officers to respond to service requests and complaints and problems. They would be in charge of ordering supplies for the garage office, the PCO and the meter technicians, they would also prepare invoices to be paid by the City for entry into the HTE system and approval. They would be tasked with resolving simple customer complaints, they would be responsible for issuing meter bags and meter permits for when people need to gain access to the streets...

Chairman Gatsas interjected you ought to stop now because I don't think there's enough hours in a week for this person and that's a classification of a 12.

Ms. Lamberton stated positions are not classified based on volume of work...that's what overtime is for, it's based on the level of responsibilities of the position.

Alderman Shea stated that's pretty responsible when you start handling all these things...I'm just thinking somebody from the outside...what do they have to have a Ph.D. or do we start from just a regular college degree, accounting degree, what would they have to have.

Ms. Stanley replied I believe this particular position and I can pull up the job class does not require a degree.

Ms. Lamberton stated no it doesn't.

Ms. Stanley stated graduate from high school or a possession of a GED, some experience with general office operations or any equivalent combination of experience or training which provides the knowledge.

Chairman Gatsas asked what is your pleasure?

Alderman Pinard stated one question, Mr. Chair. Who's doing all of this work now or is this in place yet?

Ms. Stanley replied this work is currently being done but it's being done by both Denise and I. Unfortunately, some of the projects that we would like to get to are not getting done because all of this stuff needs to be done on a day-to-day basis and it can't be pushed off. So, what is being pushed off is a lot of things that we are trying to do to improve the parking for the City. We need to reassess the

Victory Garage operations, we need to look at the residential parking permit program...there's actually a very long list of things, projects that we are not getting to because we're simply having to take care of this day-to-day stuff.

Chairman Gatsas asked what is the pleasure of the Committee?

Alderman Shea moved to recommend approval of a new position of Customer Service Representative II, salary grade 12 for the Parking Division. Alderman Pinard duly seconded the motion. There being none opposed, the motion carried.

There being no further business to come before the Committee, on motion of Alderman Shea, duly seconded by Alderman Pinard, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee